



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Administrative Coordinator
Posting Number	PN# 102518
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Management
Reporting Location	2800 North Terminal Road *
Workdays & Hours	Varied, normally M-F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Coordinates the division's financial operations including the budget planning, revision, integration and oversight, project cost analysis, expenditure control and accounting procedures. Prepares staffing reports and analysis for presentation, provides feedback on budgetary staffing strategies to all section managers. Coordinates the administrative functions for the entire division to ensure consistency throughout all sections. Performs analyses, appraisals, and recommendation related to the ongoing review of all IAH sections administrative, training, development and staffing needs. Recommends administrative operational strategies or identifies deficiencies within the work flow process. Plans, initiates and implements programs and services to meet the immediate and long-range needs of the department. Coordinates the planning, research, presentation, promotion and evaluation of special programs. Guides and trains staff. Prepares speeches and/or remarks for the Deputy Assistant Director; assists with new releases and public relations, responds to the press officials, clients and general public on more sensitive issues. Performs varied professional administrative functions associated with organizing the development and implementation of administrative and supervisory activities of the assigned department/division Participates and coordinates in special projects.

WORKING CONDITIONS

Performing these duties will involve: stooping, bending and lifting up to twenty (20) pounds; occasional minor discomforts from exposure to less than optimal temperature and air conditions; operate city vehicles; dealing with people in tense situations; speaking clearly and effectively; observing and differentiating details amid distractions; getting people to cooperate;; adjusting to critical and demanding work; projecting a course of action; act on your own and take charge when needed; adjusting to interruptions and changes. Must be willing and able to work all shifts including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of administrative experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preferences will be given to individuals with extensive experience in personnel, administration, accounting or a closely related field.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24	
\$ 1,690.00 - \$1,961.00 Biweekly	\$43,940.00 - \$50,986.00 Annually

OPENING DATE

JANUARY 19, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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